

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
HEALTH AND RECOVERY SERVICES ADMINISTRATION  
Olympia, Washington**

**To:** Maternity Support Services (MSS)/ Infant Case Management (ICM) Providers  
CSO First Steps Social Workers  
Managed Care Organizations

**Memorandum No: 06-76**  
**Issued:** October 3, 2006

**From:** Douglas Porter, Assistant Secretary  
Health and Recovery Services  
Administration (HRSA)

**For information, contact:**  
800.562.3022 or  
<http://maa.dshs.wa.gov/contact/prucontact.asp>

**Subject: First Steps Childcare Program is updating billing forms.**

The Health and Recovery Services Administration (HRSA) is updating the First Steps Childcare Billing form. **Effective immediately**, First Steps Childcare providers must use the updated billing form. This memorandum provides web links to the new updated billing form and two other related forms used by the First Steps Childcare Program.

### **What has changed?**

The First Steps Childcare Program has updated the First Steps Childcare Billing form and replaced all of the following forms with web links to the forms:

- *First Steps Childcare Billing* DSHS 14-316 with a link to DSHS Forms and Records Management;
- *W-9* form with a link to Internal Revenue Service; and
- *First Steps Childcare Background Authorization* DSHS 15-253 with a link to *Background Authorization* DSHS 09-653.

Effective immediately begin using the new replacement forms listed above.

### **Billing Instructions Replacement Pages**

Attached are updated replacement pages i-ii and 17-18 that replaces pages 17-22 for HRSA's current *First Steps Childcare Program Billing Instructions*.

### **How do I conduct business electronically with HRSA?**

You may conduct business electronically with HRSA by accessing the WAMedWeb at <http://wamedweb.acs-inc.com>.

## How can I get HRSA's provider documents?

To obtain HRSA's provider numbered memoranda and billing instructions, go to HRSA's website at <http://maa.dshs.wa.gov> (click on the ***Billing Instructions/Numbered Memoranda*** or ***Provider Publications/Fee Schedules*** link).

To request a free paper copy from the Department of Printing:

1. **Go to:** <http://www.prt.wa.gov/> (Orders filled daily.)
  - a) Click ***General Store***.
  - b) If a **Security Alert** screen is displayed, click **OK**.
    - i. Select either ***I'm New*** or ***Been Here***.
    - ii. If new, fill out the registration and click ***Register***.
    - iii. If returning, type your email and password and then click ***Login***.
  - c) At the **Store Lobby** screen, click ***Shop by Agency***. Select ***Department of Social and Health Services*** and then select ***Health and Recovery Services Administration***.
  - d) Select ***Billing Instructions, Forms, Healthy Options, Numbered Memo, Publications, or Document Correction***. You will then need to select a year and then select the item by number and title.
2. **Fax/Call:** Dept. of Printing/Attn: Fulfillment at FAX 360.586.6361/telephone 360.586.6360. (Orders may take up to 2 weeks to fill.)

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# Important Contacts

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## **Where do I send the First Steps Childcare Billing Form, W-9, and Background Check Results?**

DSHS - MAA  
First Steps Childcare  
PO Box 45730  
Olympia WA 98504-5730

*All forms sent to MAA **must** be the  
“Original” signed form, NOT a copy or fax.*

## **How do I obtain copies of the following DSHS Forms and Publications?**

- FSCC Billing Form [DSHS 14-316]
- FSCC Background Authorization Form [DSHS 15-253]

### **Download them at:**

<http://www1.dshs.wa.gov/msa/forms/eforms.html>

### **E-mail or Fax Request to:**

[FirstSteps@dshs.wa.gov](mailto:FirstSteps@dshs.wa.gov)

Fax: (360) 753-7315

## **How do I obtain a W-9 Form?**

Go to:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

or call the Internal Revenue Service

(800) 829-FORM (3676)

## **Where do I direct questions regarding?**

### **First Steps Childcare Program:**

Contact your agency's First Steps  
Coordinator

Website:

<http://maa.dshs.wa.gov/firststeps/>

E-mail: [firststeps@dshs.wa.gov](mailto:firststeps@dshs.wa.gov)

Fax: (360) 586-1951

### **MAA's First Steps Childcare Toll Free**

**Line:** (888) 889-7514

### **Information on licensed childcare agencies:**

Childcare Resource and Referral Agency  
(800) 446-1114

**-or-**

DSHS

Division of Childcare and Early Learning  
(360) 902-8044

## **What is the fax number for First Steps Childcare Special Needs approval?**

Fax: (360) 586-1951

## **How do I obtain copies of Billing Instructions or Numbered Memorandum?**

### **View/Download:**

<http://maa.dshs.wa.gov/Download/PublicationsFees.htm>

# Downloadable Forms

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**First Steps Childcare Billing** DSHS form 14-316 is available to download from the link below.

**Background Authorization** DSHS form 09-653 is available to download from the link below.

<http://www1.dshs.wa.gov/msa/forms/eforms.html> Scroll down to 09-653 or 14-316 and click the PDF link.

To request a paper copy of DSHS forms, call DSHS Forms and Records Management at 360.664.6047 or fax your request to 360.664.6186. Please be sure to include in your request:

- The form number and name;
- The quantity you want;
- Your name;
- Your office/organization name; and
- Your complete mailing address.

**W-9 Request for Taxpayer Identification Number and Certification** form is available to download from the link below or by calling 800.829.1040.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

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